

Project T3 Frequently Asked Questions

- **White boards or full wall writable surfaces on Enclave and Conference Room walls: will this be provided as a standard, or is this an additional cost to the Agency, etc.?** We do intend to install white boards or use writeable wall paint in enclaves and conference rooms as a part of the construction work. If an agency would like to have additional areas provided with these types of surfaces in addition to our standard locations, they can make a tenant request for which they would need to be prepared to fund.
- **What is being done about Parking?** DGS is working to add parking in the downtown area to serve the increased needs resulting from Project T3. Prior to the time of each Agency's move, specific parking information will be provided so that all employees are made aware of available parking lots and shuttle options. In addition, DGS is looking into a valet service option to address the special visitor parking needs associated with special events that might occur during peak downtown parking periods.
- **How are Large Conference Rooms, Hearing Rooms, Training Rooms being accommodated?** A comprehensive study has been developed to evaluate the existing conference, training and hearing room spaces in Davidson County and to assess the needs of all agencies for these types of spaces. As a part of Project T3 conference, training and hearing room spaces will be constructed to meet the needs of the agencies. However, it is intended that agencies treat all meetings spaces as shared resources that can be reserved through a central booking system. Agencies will no longer have dedicated large meeting spaces that they control. These resources will be shared so that we can more fully utilize these types of spaces.
- **What is the VOIP and IPT phone system schedule? Is it aligned with the T3 Construction and Hoteling schedule?** The project team for T3 has been working closely with OIR to make sure the efforts of the VOIP phone system conversion is coordinated with the construction and move schedule for T3. Once the detailed schedule for each building is completed, we will share the timing for anticipated moves with each agency so that they will have ample time to plan for the coming move activities.
- **Would like to move only one time so public or visitors can find them? When will construction and hoteling schedules and locations be finalized?** An initial schedule for construction and hoteling will be completed in July that will provide anticipated dates for each agency move. Specific move details and actual move dates will be coordinated with each agency as the construction progress is finalized. Some agencies will move directly from their current location into their final location. Others will have to move into hoteling space for a period of time prior to moving into their final location. Hoteling time period will vary from three to twelve months depending on location.
 - **How will interim locations be publicized to the public/visitors?** Each agency will be responsible for communication to the public and visitors. Temporary signage will be provided at your hoteling location to assist in way-finding.
 - **How will mail be handled?** Mail service will be coordinated through DGS to a drop-off location for each agency. Intradepartmental distribution will be the responsibility of the agency.
 - **What about metro transportation? Bus lines go to all, however other transportation commuter vans do not.** For downtown locations, parking will be available in state lots. The state owned building at 665 Mainstream Drive is planned for use as a temporary office location. This

building is on a bus line and has adequate parking in the parking lot adjacent to the building to accommodate the employees that will be located there.

- **Would phone numbers be retained in hoteling and in final move locations?** We are still working with OIR to confirm this. However, it is our understanding that agencies will be able to retain their current phone numbers during and after the move process.

- **Existing Buildings – general concerns regarding the following:**

- **Leaks in buildings**
- **Bad HVAC**
- **Bad potable water (who will provide filtered water)**
- **Power capacity**
- **Data network compatibility for VOIP**
- **Security**
- **Enough restrooms for new capacity? Especially women's restrooms?**
- **ADA (CDD group needs easily accessible building not just minimal ADA requirements)**

DGS has performed facility assessments on each of the owned properties that are a part of the T3 project and is aware of the issues that exist in each of these buildings. Through this project, we will address the concerns of leaks, HVAC, power capacity, data, security and will construct the new space to meet current code requirements related to restrooms and accessibility.

- **Executive Directors – equal office standard as a Commissioner?** Yes, for purposes of the standards set forth as a part of Project T3, Executive Directors will receive the same office size (approx. 180 sf) as Commissioners.
- **Wireless service in buildings for enclave use?** Agencies will be able to request wireless service in accordance with current OIR policies to establish wireless service in areas of their space where needed.
- **How will shared spaces on open floors be calculated for rentable rates?** DGS is in the process of developing a lease document for each agency that will provide the terms and conditions for the premises and define the rentable square footage in accordance with industry standards for office building calculations.
- **Enclave & Office sidelight windows ... will these be clear?** It is intended that they will have etching film pattern vs. blinds similar to the windows in the CPO space used as the pilot program.
- **How do we address the furniture needed in Enclaves (table? Lounge? Visitor office set up?)** Furniture for these spaces will be provided by DGS as a part of the project. If your agency has a specific preference as to the type of furniture provided in those spaces, this information should be conveyed to the planning team during the drawing review process.
- **What is happening with way-finding/signage?** A new signage initiative is in progress to update the current signage and way-finding in state office buildings. While this is not specifically a part of the T3 Project, we are working to coordinate the signage program as closely as possible with the construction work for each building.

- **Will common waiting areas be provided on each floor?** We are not planning for specific waiting areas on each floor. Agencies with specific waiting area needs will be accommodated as a part of the space planning process. In some areas, workstations with transaction counters to enable employees to greet visitors will be provided as needed.
- **What type of security will be provided in buildings/on floors?** Building security for state owned buildings will continue to be provided at the main building lobby area. If specific agencies have needs for higher levels of security to control full floors or partial floors, the planning team will work with each agency to identify and plan for those special needs. Any requests for agency specific security must be funded by the agency.
- **F&A currently has accounting lockers on the 2nd floor of the TN Tower 2nd Floor. Other Agencies drop off information here, but this space is being renovated as part of the 2nd floor office build-out. What is being done to replace this function?** We are currently studying a new location on the 2nd floor of the Tennessee Tower to locate the drop-off lockers.
- **AV – who is responsible for moving A/V equipment (Agency cost or part of T3 budget)? And, who will coordinate the move and install the equipment at the new location?** Each agency will need to arrange for, coordinate and pay for the relocation of any existing A/V equipment to their new location. Power and data for A/V equipment will be provided as a part of the T3 project as long as the needs are identified during the planning phase of the project.
- **Will Breastfeeding Rooms be provided?** We are planning for one enclave per floor (with lock and either no sidelight or extra film) to serve as a room where mothers may have privacy.
- **In my current office, I have 2 guest chairs. Will I still have them after the move?** For standard sized offices, we anticipate providing one task chair and one guest chair plus a movable pedestal that can serve as a chair for impromptu meetings. Commissioner sized offices will have room for the same guest and task chairs plus a small side table with four additional chairs.
- **Who pays for stationary when an agency moves?** Each Agency will be responsible for their own costs associated with new stationary.
- **What if an agency has accessibility concerns and higher levels of handicapped parking required than normal?** Agencies should make any such needs know during the planning process and we will make every effort to accommodate the requests. Due to physical constraints related to parking, some buildings are able to accommodate special requests better than others, and this will be taken into account to the extent possible when determining the location for each agency.
- **How will special requests for furniture be handled (i.e. keyboard trays, etc)?** Special furniture requests will be handled as a tenant request and must be funded by the agency making the request.
- **How will the disposition of surplus equipment be handled?**
 - Each agency will be responsible to the disposal of any surplus equipment. It will not be removed by DGS as a part of the move process.
 - Any proceeds from the sale of surplus property in excess of \$500.00 are split between the disposing agency and the surplus program, with the disposing agency retaining 85% and surplus retaining 15%. Any proceeds recovered less than \$500 are retained by surplus.